



CANNON BUILDING  
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**BOARD OF FUNERAL SERVICES**

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MEETING MINUTES:	<b>BOARD OF FUNERAL SERVICES</b>
DATE AND TIME:	<b>March 28, 2017 at 10:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	<b>June 27, 2017</b>

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Chad Chandler, Professional Member  
Danna Levy, Public Member  
Bill Torbert, Professional Member

**MEMBERS ABSENT**

Duwayne Casini, Professional Member, Secretary  
Ann Hoppoldt, Public Member  
Jane Hovington, Public Member

**DIVISION STAFF**

Meredith Hurley, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**PUBLIC PRESENT**

Michael Platt  
Crystal Johnson  
Darell McPherson  
Ron Williams, Sr.

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:05 a.m.

**PUBLIC RULES AND REGULATIONS HEARING**

The public hearing was called to order at 10:06 a.m. Verbatim testimony was recorded electronically. Mr. Maloney stated the purpose of the hearing. The following items were marked as Board Exhibits for the record: Board Exhibit 1 – News Journal publication affidavit and Board Exhibit 2 – Delaware State News publication affidavit. The floor opened for public comments. There were no public comments. The Board will deliberate on all public comments during the May 23, 2017 meeting. The Board went off the record at 10:08 a.m.

**REVIEW AND APPROVAL OF MINUTES**

Meeting Minutes – January 24, 2017

Mr. Chandler moved, seconded by Ms. Levy, to approve the January 24, 2017 meeting minutes as written. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

Discussion Regarding SB65 and Changes to Rules & Regulations

Mr. Maloney spoke with the DAG from Public Health and explained that he would like the Board to go over their regulations governing Title 16, 4204, Care and Transportation of the Dead to see what can be modified or updated for consistency between the two agencies.

The Board reviewed Title 16, 4204, and made some suggested changes, most importantly to the 24 hour rule and refrigeration standards along with some language clean-up.

Mr. Maloney stated he will draft the changes to Title 16, 4204 and send them to Ms. Hurley for the next meeting.

Mr. Parsell suggested the Board table the changes to the other rules and regulation until the next meeting. He will send the document he worked on to Ms. Hurley for her forward to the Board members for review prior to the next meeting.

**NEW BUSINESS**

Review of Applications for Continuing Education Approval

Mr. Chandler moved, seconded by Ms. Levy, to approve the 3 hours requested by S. Keith Parsell for "Elder Law Basics: Long Term Care Medicaid & Asset Protection Planning for Seniors." The motion carried with Mr. Parsell abstaining.

Mr. Torbert moved, seconded by Mr. Chandler, to approve the 12.25 hours requested by The Conference for the "2017 Annual Meeting." The motion carried with Mr. Parsell abstaining.

Review of Applications for Licensure

Mr. Chandler moved, seconded by Mr. Torbert, to approve Raphael Hunt-Irving for a Funeral Director Limited license. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Mr. Torbert, to approve Rostocki Funeral Home for a Funeral Establishment Permit contingent on receipt of the ownership change documentation. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Ms. Levy, to approve Martha Swanson for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Torbert moved, seconded by Ms. Levy, to approve McPherson Embalming & Funeral Service, Inc. for a Funeral Establishment Permit. By unanimous vote, the motion carried.

Mr. Torbert moved, seconded by Ms. Levy, to approve Jamie Zaremba for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Review and Consider Consent Agreement

Mr. Chandler moved, seconded by Ms. Levy, to accept the consent agreement for Melissa Harvey Blake. By unanimous vote, the motion carried. The Board members affixed their signatures.

#### Potential Invalidation of National Exam Scores

Mr. Maloney asked for this to be added to the agenda to briefly discuss the invalidation of test scores and the impact it might make on some Delaware licensees after he had communicated with The Conference, the national examining board. He stated that in his talks with The Conference it became clear that their stance is firm on the invalidated scores.

Mr. Maloney advised that the Board should enter into an executive session at their next meeting for a closed discussion prior to making any determination of appropriate action. Any discussion in executive session should result in how the Board wants to proceed and a motion should be made when they are out of session.

#### CORRESPONDENCE

There was no correspondence.

#### OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Parsell attended the annual meeting of The Conference and supplied the Board with his attendance minutes. He discussed some of the hot topics that were on the agenda like brokering services, exam fail rates, cremation, and the dwindling number of funeral directors.

#### PUBLIC COMMENT

Mr. Williams asked if the term "Mortuary Technician" means anything in Delaware.

Mr. Parsell stated that title is not used for licensing in Delaware but there is an embalming room assistant in the law.

#### NEXT MEETING

The next Board meeting is scheduled for Tuesday, May 23, 2017, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### ADJOURNMENT

There being no further business before the Board, Mr. Torbert moved, seconded by Mr. Chandler, to adjourn the meeting at 11:57 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,



Meredith Hurley  
Administrative Specialist II